



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 120-215-067

### EMERGENCY PURCHASE STATEMENT / NOTICE OF AWARD

Agency: Capital Development Board Point of Contact: Steve Halm

Location of Emergency: Sheridan Correctional Center - Visitors' Center

Vendor: SMT Architects P.C. (26348)

Address: 1910 S. Highland Avenue, #220 City: Lombard State: IL Zip: 60148

### Emergency Purchase Details

Emergency Category (select the appropriate option(s) from the checklist below):

- Involving threat to public health or public safety
- Immediate expenditure is necessary for repairs to State property to protect against further loss or damage
- To prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues
- To insure integrity of State records

Describe the scope of the emergency. Show justification for the need of an emergency contract, the selection of the vendor, and explain why the need for work cannot be met through a competitive process:

The EPDM roof at the Visitors Center has failed and separated from the entire parameter of the parapet wall in addition to multiple locations throughout the roof. After heavy rain showers on May 18, 2019, at approximately 1:20 pm, various fiber composite tiles in the Visiting Center's ceiling began to collapse. They had become saturated from water penetrating through openings in the roof structure. Approximately 19 ceiling tiles fell affecting 20 of the 39 tables in the visiting area. Several offenders and family members were struck by the falling tiles. No major injuries were reported. The maintenance staff has removed ceiling tiles that were wet and/or damaged in the affected areas and have sectioned off the back end of the Visitors' Center with caution tape. Water is entering through the ceiling in multiple areas, and initial investigations reveal in addition to the EPDM separating from the parapet walls, the underlayment foam is bulging and separating from the seams in multiple areas. Immediate repairs were necessary as additional rain is in the forecast. For this reason, emergency purchases are necessary to protect against the threat to public health and safety, to prevent or minimize additional damage to the building and to prevent or minimize serious disruption in critical state services. Considering the time frames needed for the selection, negotiation and execution of an A/E contract followed by bidding and award procedures, roof replacement work at Sheridan Correctional Center's Visitors' Center under the existing processes would likely not begin for several months. CDB has selected SMT Architects P.C. to provide design and observation services to facilitate the needed repairs. They were selected because they are currently on site designing a roofing project of similar scope containing similar components. They can respond immediately to this request for emergency service and can provide the necessary drawings to begin work immediately.

Describe the scope of work or services provided to include special limitations, conditions and incorporated documents:

The scope of work provides for design and observation tasks to remove and replace the ballasted EPDM roof in its entirety; including all insulation, flashings and perimeter metal edging. The new work shall include high R-value insulation, coverboard and adhered PVC membrane. Also included would be new wall, curb and drain flashings, new pre-finished perimeter metal edging and all necessary accessories. Incorporated documents include the March 2009 Standard Documents for Construction & Supplement and the March 2009 Design and Construction Manual & Supplement. Services provided under this procurement should not exceed \$22,500.00, which is a place-holder prior to the negotiation of a Professional Services Agreement, without prior authorization from the Capital Development Board in consultation with the Chief Procurement Office. Final Actual Costs will be reported upon project completion and project close-out.



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Was authorization to proceed verbally given?  Yes  No, receipt of this signed Notice authorizes the vendor to begin work

If Yes is checked above, explain who authorized the work, when, under what conditions or limitations and for what scope.

Expected Start Date: May 22, 2019 Estimated End Date: Aug 19, 2019

Amount of this expenditure is: \$22,500.00 Actual or Estimated: Estimated

#### Signatures

I am making this statement and providing it to the CPO Office, the Auditor General, and the Procurement Policy Board in compliance with the Illinois Procurement Code and within 10 days after award of the contract.

I have authorized the emergency procurement in accordance with the requirements of the Illinois Procurement Code (30 ILCS 500) and the applicable administrative rule. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles Date: 2019.05.22 09:40:26 -05'00' Title: Executive II

SPO/CPO Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM DN: cn=US, o=State of Illinois, ou=CMS, ou=People, ou=BM-B2, serialNumber=70355529, cn=GERALD STEVEN BURLINGHAM Date: 2019.05.22 10:02:19 -05'00' Date: May 22, 2019



# CHIEF PROCUREMENT OFFICE

## Art Moore, Capital Development Board

Reference #: 120-215-067

### EMERGENCY PURCHASE EXTENSION

Agency: Capital Development Board Point of Contact: Steve Halm

Location of Emergency: Sheridan Correctional Center - Visitors' Center

Vendor: SMT Architects P.C. (26348)

Address: 1910 S. Highland Avenue, #220 City: Lombard State: IL Zip: 60148

### Extension Justification

Original Emergency Term Start Date: May 22, 2019 Original Emergency Term End Date: Aug 19, 2019

Amount of original: \$20,300.00 (Contract Amount) Actual or Estimated: Estimated

Extension Hearing Date: Jul 25, 2019 Requested Extension End Date: Sep 30, 2019

Amount of extension expenditure: N/A - Time Only Actual or Estimated: \_\_\_\_\_

Describe the scope of the original emergency (supply, service, etc.):

The scope of work provides for design and observation tasks to remove and replace the ballasted EPDM roof in its entirety; including all insulation, flashings and perimeter metal edging. The new work shall include high R-value insulation, coverboard and adhered PVC membrane. Also included would be new wall, curb and drain flashings, new pre-finished perimeter metal edging and all necessary accessories.

Describe the scope of the extension (supply, service, etc.). Show justification for extending the original emergency contract, and explain why the extension need cannot be met through a competitive process:

The scope of work remains the same. The work is progressing well but has been delayed by rainy weather and procurement of all required materials. At this point, the contractor feels the physical work should be completed very close to the current contract end date. However, it will take time to obtain executed manufacturers warranties and other required close-out documentation. Also, in the event any unforeseen issues arise, completion of the physical work could potentially extend past the current end date. CDB requests and recommends that we extend the current Emergency contract end date to October 31, 2019 to address unforeseen issues if encountered, obtain executed warranties and properly close out the contract. CDB requires SMT's continued participation to provide any additional professional services, including observation and assistance with Final Acceptance/Closeout of this project.

Term of emergency procurement shall not exceed 90 days. Contract may be extended beyond 90 days if CPO determines additional time is necessary; however, prior to execution of extension, CPO must hold a public hearing and provide written description

### Signatures

I am requesting an extension of the requested emergency contract. I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Chris Miles Digitally signed by Chris Miles  
Date: 2019.07.11 13:46:19  
-05'00' Title: Executive II

State of Illinois Chief Procurement Office for the Capital Development Board

NOTICE OF HEARING

  X   Emergency Extension

The Office of the Chief Procurement Officer will hold a public hearing to hear testimony and receive comments on the proposed contract(s) as described below.

Details of the proposed contract, justification for the Agency to contract in this way and the hearing procedure can be found at [www.purchase.state.il.us/](http://www.purchase.state.il.us/). Click "Illinois Bid" and enter Procurement Bulletin Reference # in the search box.

HEARING DETAILS

DATE: Thursday, July 25, 2019  
TIME: 1:00 p.m.  
LOCATIONS: 401 S. Spring St.  
3<sup>rd</sup> Floor, Conference Room E,  
Wm. Stratton Building  
Springfield, IL 62706

For those who wish to attend this hearing via WebEx teleconference, please call the number below:

1-312-535-8110  
Meeting Number 801 216 899

HEARING CONTACT PERSON

NAME: Gerald Burlingham  
TITLE: State Purchasing Officer, Illinois Capital Development Board  
ADDRESS: 401 S. Spring St., Springfield, IL 62706  
PHONE: 217-836-0185  
FAX: 217-558-1399  
E-MAIL: gerald.burlingham@Illinois.gov

TESTIMONY

Anyone wishing to testify—please notify the HEARING CONTACT PERSON of desire to testify in advance if possible.

PROPOSED CONTRACT(S) SUBJECT OF THIS HEARING

Agency: Illinois Capital Development Board

Vendor: SMT Architects  
Sterling Commercial Roofing

Brief Descriptions:

The Office of the Chief Procurement Officer for the Capital Development Board will hold a public hearing to hear testimony and receive comments on the proposed contract extensions for design services from SMT Architects., and construction services from Sterling Commercial Roofing. This is related to an emergency procurement at the Sheridan Correctional Center-Visitors Center. CDB #120-215-067



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### Hearing Disposition

Hearing Date: Jul 25, 2019 Hearing Location: Wm Stratton Bldg, 3rd Flr, Conf Rm E, 401 Spring St., Springfield, IL. 62706

The State posted to the Illinois Procurement Bulletin a description of the State's need, the justification for emergency extension, and information regarding opportunity to submit comments and testify at a public hearing.

Notice of the hearing was posted to the Illinois Procurement Bulletin at least (14) days in advance of hearing and was also posted outside the hearing room no less than two business days prior to the hearing. The hearing was held to hear testimony and receive comments on extending the procurement.

Hearing Narrative:

The PM provided a current status report for this emergency project. The roofing work is progressing well but has been delayed occasionally by inclement weather and changing lead-times for sheet metal materials. At this point, the contractor feels sheet metal installation will take approximately 1 week once materials arrive. Additional time will be needed to coordinate with the manufacturer so warranty inspections can be conducted, to finalize 'as-built' drawings, and to prepare and submit the required close-out documentation. CDB requests that we extend the current Emergency contract end date from August 19, 2019 to October 31, 2019 to allow for any unforeseen issues that could impact the proper close out SMT's contract. SPO Burlingham concurs and recommends approval of CDB's request.

### Signatures

Hearing Officer recommends approval of the extension request.

Hearing Officer Signature: GERALD STEVEN BURLINGHAM Digitally signed by GERALD STEVEN BURLINGHAM  
DN: c=US, o=State of Illinois, ou=CMS, ou=People, ou=BM-BZ, serialNumber=70355529, cn=GERALD STEVEN BURLINGHAM  
Date: 2019.07.29 11:17:54 -05'00' Date: Jul 29, 2019

After a complete review of the circumstances relating to the need for extending the existing emergency contract, CPO approval is given to extend for a period not to exceed 73 calendar days.

CPO Signature: Arthur L Moore Digitally signed by Arthur L Moore  
Date: 2019.07.29 15:55:22 -05'00' Date: Jul 29, 2019



# CHIEF PROCUREMENT OFFICE

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## EMERGENCY PURCHASE FINAL COST AND TERM

Agency: Capital Development Board Point of Contact: Steve Halm

Location of Emergency: Sheridan Correctional Center - Visitors' Center

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Address: 1910 S. Highland Avenue, #220 City: Lombard State: IL Zip: 60148

### Final Costs and Term

Final total cost of supplies and services: \$17,562.75 Final total term of contract: 86 Days

I am reporting the final costs and term for the referenced emergency contract to the CPO and the Auditor General.

Agency Signature: Chris Miles Digitally signed by Chris Miles Date: 2019.09.17 11:32:03 -05'00' Title: Executive II

Printed Name: Chris R. Miles Date: Sep 17, 2019